

Capital Planning Committee
March 8, 2022 Meeting Minutes
Veterans Memorial Building
Via ZOOM

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:30 PM via ZOOM. Those present included Committee Members: Peter Berube, James McCaffrey, John Corcoran, Erin Underhill, Town Administrator and Finance Director, Carol Johnston

SCHEDULED BUSINESS

- I. Finalize Capital Project Rankings for FY23

The Committee discussed ZOOM vs. in Person meetings. It was decided that they would stay with the ZOOM platform for now.

REVIEW OF PRIOR MEETING MINUTES

Committee Member, Pete Berube made a motion to approve the Capital Planning Meeting minutes of January 11, 2022 as written. Committee Member, Erin Underhill seconded the motion. Chair Barry took a roll call vote and the motion passed unanimously.

Committee Member, Erin Underhill made a motion to approve the Capital Planning Meeting minutes of February 1, 2022 as written. Committee Member, Pete Berube seconded the motion. Chair Barry took a roll call vote and the motion passed unanimously.

Chair Barry stated the agenda items: finalize the rankings and discuss the process for submitting the draft report to the Select Board and Finance Committee. The next Capital Planning Committee meeting is scheduled for March 15th. It was decided to plan on April 6th for submitting to the Finance Committee and 11th with the Select Board.

There was discussion regarding the non-capital (2022 I/I Investigation and Water System Flushing Services and deferred items (COA Vehicle)).

The Committee further discussed and revisited the items on the priority worksheet that were addressed at the previous CPC meeting on 3/1/22 they had with the Department Heads. Some adjustments were made to the worksheet.

Pete Berube will draft a memo and send to the Chair regarding clarification of school items.

Chair Barry made a motion to adjourn at 8:15pm. The motion was seconded by Pete Berube. Chair Barry took a roll call and the motion passed unanimously.

Respectively submitted by Maureen Canesi.